

**BOARD OF TRUSTEES MEETING**  
**February 24, 2023 – 11:30 a.m.**  
**Room C200**

**ORDER OF BUSINESS**

**A. CALL TO ORDER (Lisa M)**

**B. ROLL CALL (Megan B)**

Sandra Barber (Second Vice Chair)  
John Bridenbaugh  
Katrina DeGroff  
Jeffrey Erb  
Ron Ernsberger  
Lisa McClure (Chair)  
Joel Miller  
Scott Mull (Vice Chair)  
Mickey Schwarzbek

**C. PLEDGE OF ALLEGIANCE**

**D. MISSION, VISION & VALUES (Volunteer)**

**E. EXECUTIVE SESSION**

**F. PRESENTATION – Custom Training Solutions (CTS) Reimagined**

**G. AUDIENCE PARTICIPATION**

**H. CHIEF EXECUTIVE OFFICER REPORT (Todd H)**

- Vice President – Enrollment Management & Student Affairs (Lana Snider)
- Vice President – Academics (Dan Burklo)
- Vice President – Chief Fiscal & Administrative Officer (Jenny Thome)
- Vice President – Workforce (Jim Drewes)
- Vice President – Human Resources & Leadership Development (Katy McKelvey)
- Executive Vice President (Albert Lewis Jr)
- President (Todd Hernandez)

**I. BOARD DISCUSSION ITEMS (Lisa M & Todd H)**

- Board Budget Committee (Jenny / Todd)
  - Adjusted Budget

*Mission Statement: To serve by providing access to excellent and affordable education, training, and services that will improve the lives of individuals and strengthen communities.*

*Vision: Northwest State Community College will be a leader in education that empowers individuals and communities.*

*Values: People, Integrity and Learning*

- Facilities Project Update (Jenny T)
- Strategic Planning Update (Al L / Todd H)
- ODHE Duplicate Program Report (Dan B)
- Policy and Procedure Updates (Lana S & Todd H)
  - HB 353 – Testing Your Faith Act
  - HB 569 – Hidden Hero Scholarship Program

**J. CHIEF FISCAL OFFICER REPORT (Jenny T)**

- Financial Report as of October 31, 2022

**K. CONSENT AGENDA (Megan B)**

1. Consent Agenda Items (roll call vote)
  - a. Minutes of the December 9, 2022 Meeting
  - b. Resignation
  - c. Retirement
  - d. Employ Full-Time Assistant – Student Accounts Receivable
  - e. Employ Full-Time Payroll Accountant
  - f. Employ Full-Time Financial Accountant
  - g. Employ Full-Time Training Manager – Manufacturing
  - h. Employ Full-Time Youth & Community Program Coordinator
  - i. Employ Full-Time Assistant – Registrar
  - j. Employ Full-Time Director – Business Development
  - k. Employ Full-Time Faculty – Sociology/Social and Behavioral Science
  - l. Employ Full-Time Controller
  - m. Employ Full-Time Recruiter – Admissions
  - n. Employ Full-Time Workforce Sales Coordinator
  - o. Transition to Chief of Staff / Executive Vice President
  - p. Promotion to Executive Director – Client Services
  - q. Promotion to Operations Manager
  - r. Promotion to Operations Coordinator
  - s. Promotion to Training Manager - CDL
  - t. Promotion to Full-Time Events Coordinator
  - u. Miscellaneous Employment Contracts
  - v. Affirmation of Textbook Selection Policy
  - w. New Policy – Religious Accommodations for Students

**L. PROPOSED RESOLUTIONS (Megan B)**

1. 2022-2023 Revised Budget
2. Approval of Duplicate Program Report for the Ohio Department of Higher Education
3. Appointment of Delegate and Alternate Trustee to serve on OACC Governing Board
4. Establish Meeting Dates and Times

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**M. NOMINATION / ELECTION (Lisa M)**

1. Chair
2. Vice Chair
3. Second Vice Chair

**N. OTHER BUSINESS (Todd H)**

1. Upcoming Board Activities
  - a. ODHE Trustees Conference (Virtual) – March 8
  - b. Scholarship Reception – April 20
  - c. April Board Meeting – TBD
  - d. Spring Commencement – May 13
  - e. Financial Disclosures Due – May 15
  - f. Foundation Green Carpet – May 18
2. Board Retreat Dates (proposed)
  - a. April 14
  - b. April 28 (board meeting in a.m.; retreat in p.m.)

**O. ADJOURNMENT (Lisa M)**

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The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, December 9, 2022 at 11:30 a.m.

Scott Mull, Vice Chair of the Board, stated that “the record should show that notice of this meeting has been given in accordance with the Ohio Revised Code, Section 121.22(F).”

### **MEMBERS PRESENT**

**22-94**

Members present: Sandy Barber, John Bridenbaugh, Katrina DeGroff, Jeff Erb, Joel Miller, Scott Mull and Mickey Schwarzbek

Absent: Ron Ernsberger, Lisa McClure

### **PLEDGE OF ALLEGIANCE**

All present recited the Pledge of Allegiance: I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

### **NSCC MISSION STATEMENT**

Trustee Miller read the College’s mission statement: To serve by providing access to excellent and affordable education, training, and services that will improve the lives of individuals and strengthen communities. This statement guides the board, administration, faculty and staff in all decisions of the College.

### **VISION AND VALUES**

Trustee Miller read the College’s vision and values statements:

Vision – Northwest State Community College will be a leader in education that empowers individuals and communities.

Values:

People – We believe in the power of teamwork, bringing people of diverse backgrounds and communities together to excel.

Integrity – We believe that honesty, respect, and accountability are the basis of building trust.

Learning – We believe that the acquisition and application of knowledge is the key to success, and to that end, we provide access to greater opportunities through education, training, and services.

## **EXECUTIVE SESSION**

**22-95**

Mr. Miller moved and Mr. Erb seconded a motion to go into executive session to consider the lateral movement of a public employee.”

ROLL CALL: Aye; Barber, Bridenbaugh, DeGross, Erb, Miller, Mull and Schwarzbek. Nay; None. Thereupon the Vice Chair declared the motion approved.

Following executive session, the meeting moved back to regular session and on record at 12:12 p.m. No action was taken.

## **STRATEGIC PLAN / DOTTING SESSION**

Board members participated in a dotting session to provide their feedback on the College's 2023-2026 strategic plan. The strategic planning committee developed trend statements for each of the following areas: education, technology, demographics, politics, social values, economy and labor market. The College previously held listening / dotting sessions with community members, learners and faculty and staff. Board members were the final stakeholder group to provide their input.

## **CHIEF EXECUTIVE OFFICE REPORT**

Each of the Vice Presidents provided a report from their respective areas. Lana Snider, VP for Enrollment Management & Student Affairs provided an enrollment update. Traditional and CCP learners are down six and seven percent respectively compared to fall 2021. Spring enrollment is at 82% of goal with returning and CCP learner enrollments being closer to goal than returning learners. Fall commencement is scheduled for December 19 with 103 graduates.

## **CHIEF FISCAL OFFICER REPORT**

**22-96**

Mr. Erb moved and Ms. Barber seconded the following motion:

Ms. Jennifer Thome, Chief Fiscal & Administrative Officer, presented the cumulative financial report to inform the Board of Trustees of the College's financial condition as of September 30, 2022.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGross, Erb, Miller, Mull and Schwarzbek. Nay; None. Thereupon the Vice Chair declared the motion approved.

## **CONSENT AGENDA APPROVED**

Mr. Bridenbaugh moved and Ms. Barber seconded the following consent items:

**MINUTES OF THE OCTOBER 21, 2022 BOARD MEETING**

**22-97**

**RESIGNATIONS**

**22-98**

WHEREAS, Tracy Deblin, Accounting Manager, has submitted her resignation; and

WHEREAS, Melissa Vine, Payroll Accountant, has submitted her resignation; and

WHEREAS, Lisa Bever, part-time Food Service, has submitted her resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Tracy Deblin, effective November 4, 2022; Melissa Vine, effective November 11, 2022; and Lisa Bever, effective December 6, 2022 be accepted.

**FULL-TIME FINANCIAL AID COUNSELOR EMPLOYED**

**22-99**

WHEREAS, the position of full-time Financial Aid Resource Counselor was left vacant due to the resignation of Issac Benner; and

WHEREAS, the position of Financial Aid Resource Counselor was updated to align with the other counselor positions in the Financial Aid department to promote more cross-training and increase access for learners; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Vice President – Enrollment Management & Student Affairs and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Adriana Lopez be employed as full-time Financial Aid Counselor effective November 21, 2022 at an annual salary of \$38,833.60. This is in accordance with the Support Staff Bargaining Agreement.

**FULL-TIME FUNDRAISING COORDINATOR EMPLOYED**

**22-100**

WHEREAS, the position of full-time Fundraising Coordinator was left vacant due to the resignation of Nichole Gerschutz; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Gina Kasch be employed as full-time Fundraising Coordinator effective November 28, 2022 at an annual salary of \$53,000. This is a graded position.

**FULL-TIME GRANTS OFFICER EMPLOYED**

**22-101**

WHEREAS, the position of full-time Grants Project Manager was left vacant due to the resignation of Sarah Stubblefield; and

WHEREAS, the position was reviewed and updates were made to the job title, duties and requirements; and

WHEREAS, the position requires more experience and greater knowledge and responsibility for monitoring of grants compliance, procurement and contribution to grants development; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Executive Vice President and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Susan Cheesman be employed as full-time Grants Officer effective November 28, 2022 at an annual salary of \$62,000. This is a graded position.

**PROMOTION TO DIRECTOR – ADMISSIONS**

**22-102**

WHEREAS, the position of Director - Admissions was left vacant due to the resignation of Austin Flores; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, an internal candidate applied for and met the qualifications for the position; and

WHEREAS, the Vice President – Enrollment Management & Student Affairs and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Brittany Thompson be promoted to full-time Director – Admissions effective November 14, 2022 at an annual salary of \$67,500. This is a graded position.

**TRANSFER TO ADMINISTRATIVE ASSISTANT – NURSING & ALLIED HEALTH**

**22-103**

WHEREAS, the position of full-time Administrative Assistant – Nursing & Allied Health was left vacant due to the retirement of Marsha Buehrer; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, an internal candidate applied for and met the qualifications for the position; and

WHEREAS, the Vice President – Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Kristi Von Deylen be employed as full-time Administrative Assistant – Nursing & Allied Health effective November 28, 2022 with no change in salary.

**TRANSFER TO ACADEMIC ADVISOR**

**22-104**

WHEREAS, the position of full-time Academic Advisor was left vacant due to the promotion of Brittany Thompson to Director – Admissions; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, an internal candidate applied for and met the qualifications for the position; and

WHEREAS, the Vice President – Enrollment Management & Student Affairs and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Kara Flesher be employed as full-time Academic Advisor effective December 5, 2022 at an annual salary of \$44,169.67. This is in accordance with the Professional Staff Bargaining Agreement.

**RENEWAL OF PROBATIONARY FACULTY AND NON-TEACHING FACULTY CONTRACTS**

**22-105**

WHEREAS, it has been determined that the following persons should be re-employed; and

WHEREAS, their supervisor recommends; and

WHEREAS, the Vice President for Academics, the Vice President for Enrollment Management & Student Affairs and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the following persons be re-employed as per the terms and conditions indicated effective with the 2022-2023 academic year:

- a. Suzanne Lammers (faculty – developmental mathematics), continuing, one-year probationary contract, Masters, total salary \$52,458.93
- b. Joshua Verhoff (faculty – industrial technologies mechanical), continuing, one-year probationary contract, Bachelors, total salary \$61,250.55
- c. Sarah Casserino (advisor-academic), third, one-year probationary contract, Bachelors, total salary \$44,169.67
- d. Brenda Housh (success coach), third, one-year probationary contract, Bachelors, total salary \$44,169.67
- e. Kayla Miller (faculty – agricultural studies), third, one-year probationary contract,



- Masters, total salary \$52,468.59
- f. Gregory Nartker (faculty – industrial technology welding), third, one-year probationary contract, Associates, total salary \$59,768.09
  - g. Caitlin Barrera (assistant – clinical teaching), second, one-year probationary contract, Masters, total salary \$52,397.11
  - h. Amanda Heil (recruiter – admissions), second, one-year probationary contract, Bachelors, total salary \$44,169.67
  - i. Rhonda Lazette (faculty- program coordinator medical assisting), second, one-year probationary contract, Bachelors, total salary \$69,017.70
  - j. John Mueller (faculty- industrial technology electrical), second, one-year probationary contract, Associates, total salary \$60,078.61

**MISCELLANEOUS EMPLOYMENT CONTRACTS**

**22-106**

WHEREAS, it has been determined that the following person(s) should be employed to accommodate various needs; and

WHEREAS, the Vice President for Academics and the President recommends

NOW, THEREFORE BE IT RESOLVED, that the following individual(s) be approved to receive employment contracts for miscellaneous services:

**Food Service Sub:**

Effective November 23, 2022, Audrey Durham, transition from part-time food service to substitute food service.

**Part-time Instructors:**

Cody	Ronald
Martin	Isaac
Myers	Paige
Odenthal	Luke

**NEW POLICY – BOARD SELF-EVALUATION**

**22-107**

WHEREAS effective boards of trustees engage in a regular process of self-assessment of their performance; and

WHEREAS, the process of self-assessment demonstrates that trustees are strongly committed to fulfilling their governance responsibilities; and

WHEREAS, this policy provides guidance to the Board on the self-evaluation annual process; and

WHEREAS, a procedure will also be created with specific guidelines on the self-

evaluation process; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that policy 14-1-18 Board Self-Evaluation be approved.

**3358: 14-1-18 Board self-evaluation.**

Effective: XX/XX/XXXX

- (A) Effective boards of trustees engage in a regular process of self-assessment of their performance. Engagement in the process of self-assessment demonstrates that trustees are strongly committed to fulfilling their governance responsibilities as defined in chapter 3358.08 of the Ohio Revised Code. In addition, discussion that emerges from the self-assessment about board roles and responsibilities strengthens communication and understanding among individual trustees and improves the effectiveness of the board as a whole.
- (B) The board shall determine the instrument or process to be used in board self-evaluation. The evaluation instrument shall incorporate evaluation criteria concerning the board's role and responsibilities including fiduciary responsibility, setting policy, advocacy for the college and its students, and improving community relations. The executive committee, with the support of the president, will organize and conduct the process. If an instrument is used, all board members will be asked to complete the evaluation instrument and submit them to the assistant to the president / secretary to the board. The process will occur on an annual basis or as directed the board executive committee and will be completed by February of each year in concurrence with the annual organizational meeting of the board of trustees.

**ACCEPTANCE OF GIFT TO THE COLLEGE**

**22-108**

WHEREAS, the College is appreciative of gifts and donations received by the community; and

WHEREAS, Pride Gage Associates, Metamora, OH, has made a generous donation of a Starrett kinescope hand held video microscope with an approximate value of \$1,028; and

WHEREAS, this kinescope hand held microscope will be used in the industrial technology labs; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that this gift be accepted to the College.

**This concludes the Consent Agenda.**

ROLL CALL: Aye; Barber, Bridenbaugh, DeGroff, Erb, Miller, Mull and Schwarzbek. Nay; None. Thereupon the Vice Chair declared the motion approved.

**2022 AFFORDABILITY AND EFFICIENCY REPORT APPROVED**

**22-109**

Mr. Erb moved and Ms. DeGroff seconded the following motion:

WHEREAS, in 2015 Governor John Kasich created the Ohio Task Force on Affordability and Efficiency to make recommendations to Ohio's institutions of higher education; and

WHEREAS, House Bill 49 requires each institution's Board of Trustees to complete an efficiency review; and

WHEREAS, the College is also required to update the Five-year Efficiency Plan for Board of Trustee review; and

WHEREAS, textbook affordability remains a top priority and colleges and universities are required to report the use of Open Education Resources (OER) materials or Inclusive Access; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the 2022 Affordability and Efficiency Plan Report, as well as the Open Education Resource reporting worksheet that was submitted as a draft by the October 14, 2022 deadline be approved for final submission by the Board of Trustees effective December 9, 2022.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGroff, Erb, Miller, Mull and Schwarzbek. Nay; None. Thereupon the Vice Chair declared the motion approved.

**2021-2022 COLLEGE AUDIT APPROVED**

**22-110**

Ms. Barber moved and Mr. Miller seconded the following motion:

WHEREAS, the 2021-2022 financial audit prepared by Plattenburg & Associates, Inc. has been reviewed by the Chief Fiscal and Administrative Officer and the State of Ohio Auditor's Office; and

WHEREAS, the Chief Fiscal and Administrative Officer and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the 2021-2022 financial audit be accepted.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGroff, Erb, Miller, Mull and Schwarzbek. Nay; None. Thereupon the Vice Chair declared the motion approved.

## **ADJOURNMENT**

With no further business to be brought before the Board, the meeting was declared adjourned.

**1. APPROVAL OF CONSENT AGENDA.**

**1a. Minutes of the December 9, 2022 Board Meeting**

**1b. Resignation**

WHEREAS, Brad Geer, Coordinator – Prior and Workplace Learning, has submitted his resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Brad Geer, effective February 9, 2023 be accepted.

**1c. Retirement**

WHEREAS, Debra Fortney, Training Coordinator, has submitted her retirement notice; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the retirement of Debra Fortney, effective February 28, 2023 be accepted.

**1d. Employ Full-Time Assistant – Student Accounts Receivable**

WHEREAS, the position of full-time Assistant – Student Accounts Receivable was left vacant due to the promotion of Heather Hagerman to Accounts Payable Associate; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Chief Fiscal & Administrative Officer and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Cynthia Roehrig be employed as full-time Assistant – Student Accounts Receivable effective December 14, 2022 at an annual salary of \$38,500. This is a graded position.

**1e. Employ Full-Time Payroll Accountant**

WHEREAS, the position of full-time Payroll Accountant was left vacant due to the resignation of Melissa Vine; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Chief Fiscal & Administrative Officer and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Denise Pollard be employed as full-time Payroll Accountant effective December 15, 2022 at an annual salary of \$44,000. This is a graded position.

**1f. Employ Full-Time Financial Accountant**

WHEREAS, the position of full-time Accounting Manager was left vacant due to the resignation of Tracy Deblin; and

WHEREAS, the position was reviewed and updates were made to the job title, duties and requirements; and

WHEREAS, the position requires more experience and greater knowledge of accounting practices including accounting and audit support to the Controller and compliance with all applicable state and federal regulations and guidelines relating to higher education and accounting principles; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Chief Fiscal & Administrative Officer and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Samantha Thiel be employed as full-time Financial Accountant effective December 19, 2022 at an annual salary of \$42,000. This is a graded position.

**1g. Employ Full-Time Manufacturing Training Manager**

WHEREAS, the position of full-time Manufacturing Training Manager was created as part of the reorganization and restructure of the Custom Training Solutions (CTS) division; and

WHEREAS, this position is responsible for building, developing and updating technical curriculum as needed, delivering technical instruction for revenue generation in Advanced Manufacturing topics for business clients, and supervising CTS instructors in the manufacturing and skilled trade positions; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Vice President – Workforce Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Joseph Golden be employed as full-time Manufacturing Training Manager effective January 3, 2023 at an annual salary of \$70,000. This is a graded position.

**1h. Employ Full-Time Youth and Community Program Coordinator**

WHEREAS, the position of full-time Youth and Community Program Coordinator was created in partnership with Fulton County Job & Family Services (JFS); and

WHEREAS, this position is responsible for promoting the College as THE source for education and career opportunities to youth in northwest Ohio in the areas of agriculture, business, engineering, allied health and manufacturing; and

WHEREAS, the mission of this position is to help youth identify their interests, develop career plans and guide the students to the formal education or training in support of the individual student; and

WHEREAS, a qualified candidate was identified by Fulton County JFS; and

WHEREAS, the Vice President – Workforce Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Diana Howey be employed as full-time Youth and Community Program Coordinator effective January 3, 2023 with an annual salary of \$60,000. This position will be reviewed annually and is contingent on funding and the ongoing partnership with the Fulton County JFS agency.

**1i. Employ Full-Time Registrar Assistant**

WHEREAS, the position of full-time Registrar Assistant was left vacant due to the promotion of Lisa Spiess to Senior Registrar Assistant; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Vice President – Enrollment Management & Student Affairs and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Eliza Avers be employed as full-time Registrar Assistant effective January 3, 2023 at an annual salary of \$33,862.40. This is in accordance with the Support Staff Bargaining Agreement.

**1j. Employ Full-Time Director of Business Development**

WHEREAS, the position of full-time Director of Business Development was created as part of the reorganization and restructure of the Custom Training Solutions (CTS) division; and

WHEREAS, this position provides strategic leadership for the management and delivery of quality, market-relevant training and human capital solutions for small, medium and large companies; and

WHEREAS, the Vice President – Workforce Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Matthew Kibler be employed as full-time Director of Business Development effective January 4, 2023 at an annual salary of \$72,000 with eligibility for incentive pay based on net profits. This is a graded position.

**1k. Employ Full-Time Faculty – Sociology / Social and Behavioral Science**

WHEREAS, the position of full-time Faculty – Sociology / Social and Behavioral Science was left vacant by the passing of Pamela Donaldson; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Fredy Rodriguez be employed as full-time Faculty – Sociology / Social and Behavioral Science effective January 9, 2023 at an annual salary of \$59,666.42. This is in accordance with the Professional Staff Bargaining Agreement.

**1l. Employ Full-Time Controller**

WHEREAS, the position of full-time Director – Accounting & Auxiliary Services was left vacant by resignation of Kemp Stapleton; and

WHEREAS, the position was reviewed and updates were made to the job title, duties and requirements; and

WHEREAS, the position is responsible for, but not limited to, oversight and direction of accounting functions, the College's monthly and annual financial processes, assisting departments with budget preparation and reviews and supervision of the business office and bookstore staff; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Chief Fiscal & Administrative Officer and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Abby Calvin be employed as full-time Controller effective January 9, 2023 at an annual salary of \$94,500. This is a graded position.



### **1m. Employ Full-Time Admissions Recruiter**

WHEREAS, the position of full-time Admissions Recruiter was left vacant due to the transfer of Kara Flesher to Academic Advisor; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Vice President – Enrollment Management & Student Affairs and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Keira Christman be employed as full-time Admissions Recruiter effective January 12, 2023 at an annual salary of \$44,169.67. This is in accordance with the Professional Staff Bargaining Agreement.

### **1n. Employ Full-Time Workforce Sales Coordinator**

WHEREAS, the position of full-time Workforce Sales Coordinator was created as part of the reorganization and restructure of the Custom Training Solutions (CTS) division; and

WHEREAS, this position is responsible for growing business partnerships, assist with the sales of workforce development solutions to establish, grow and retain new accounts, help implement strategies to increase sales and generate revenue, serve as a community resource and liaison for the College; and

WHEREAS, the Vice President – Workforce Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Tom Kelly be employed as full-time Workforce Sales Coordinator effective January 17, 2023 at an annual salary of \$65,000 with eligibility for incentive pay based on net profits. This is a graded position.

### **1o. Transition to Chief of Staff / Executive Vice President**

WHEREAS, the position of Chief of Staff was created to provide a senior advisory role to the President; and

WHEREAS the Chief of Staff will promote the College's mission and Strategic Plan through collaboration and college-wide cross functional teams; and

WHEREAS the Chief of Staff will be the acting administrator as directed by the President; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Mr. Albert Lewis Jr. transition to the Chief of Staff / Executive Vice President position effective January 1, 2023. This is a lateral

move with no change in salary.

**1p. Promotion to Executive Director – Client Services**

WHEREAS, the Custom Training Solutions (CTS) division completed an internal review of its customer engagement as it relates to training and training services to improve customer service, operational efficiencies and resource generation; and

WHEREAS, the position of Director – Workforce Development and Innovation Learning Programs has been changed to Executive Director – Client Services; and

WHEREAS, this position will lead the implementation of apprentice and pre-apprentice programs for local industry, coordinate client services, including oversight of new course development and pricing strategies and lead CTS process upgrades for client processes; and

WHEREAS, the Vice President – Workforce Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Tori Atkinson be promoted to Executive Director – Client Services effective January 1, 2023 at an annual salary of \$84,000. This is a graded position.

**1q. Promotion to Operations Manager**

WHEREAS, the Custom Training Solutions (CTS) division completed an internal review of its customer engagement as it relates to training and training services to improve customer service, operational efficiencies and resource generation; and

WHEREAS, the position of Operations Manager has been created to provide leadership of the division's team, coordination of projects, delivery systems, and assists in the management of resources required to support the programs and services of the division; and

WHEREAS, the Vice President – Workforce Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Logan Badenhop be promoted to Operations Manager effective January 1, 2023 at an annual salary of \$62,000. This is a graded position.

**1r. Promotion to Operations Coordinator**

WHEREAS, the position of Operations Coordinator was left vacant due to the promotion of Logan Badenhop to Operations Manager; and

WHEREAS, an internal candidate was qualified for the position; and

WHEREAS, the Vice President – Workforce Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Nicole Hand be promoted to Operations Coordinator effective January 1, 2023 at an annual salary of \$50,000. This is a graded position.

**1s. Promotion to Training Manager – Commercial Driver’s License (CDL)**

WHEREAS, the Custom Training Solutions (CTS) division completed an internal review of its customer engagement as it relates to training and training services to improve customer service, operational efficiencies and resource generation; and

WHEREAS, the position of Training Manager – CDL was created to oversee the expanding CDL program; and

WHEREAS, this position is responsible for hiring and managing CDL instructors, developing course content and teaching classes when necessary; and

WHEREAS, an internal candidate was qualified for the position; and

WHEREAS, the Vice President – Workforce Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Tom Pierce be promoted to Training Manager - CDL effective January 1, 2023 at an annual salary of \$72,000. This is a graded position.

**1t. Promotion to Events Coordinator**

WHEREAS, the position of full-time Events Coordinator was created to manage all aspects of events for which they are assigned, including in-person, hybrid and virtual; and

WHEREAS, duties include planning, coordination, execution and follow-up; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Katrina Adams be employed as full-time Events Coordinator effective January 30, 2023 at an annual salary of \$42,000 This is a graded position.

**1u. Miscellaneous Employment Contracts**

WHEREAS, it has been determined that the following person(s) should be employed to accommodate various needs; and

WHEREAS, the Vice President for Academics and the President recommends

NOW, THEREFORE BE IT RESOLVED, that the following individual(s) be approved to receive employment contracts for miscellaneous services:

Part-time Instructors:

Bashore	Andrew
Donaldson	Duane
Garcia	Christopher
Hackett	Julie
Hylander	Paige
Lively	Camille
Steffel	Sarah
Wiemken	Ryan

**1v. Affirmation of Textbook Selection Policy**

WHEREAS, section 733.20 of HB 110 requires the Board of Trustees of each public institution to adopt or affirm a textbook policy; and

WHEREAS, Northwest State Community College adopted a textbook selection policy in June 2018; and

WHEREAS, the policy and procedure were reviewed as part of the 2022 ODHE Affordability and Efficiency Report requirements; and

WHEREAS, the Vice President for Academics and the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees affirms the Textbook Selection Policy 14-5-22.

**1w. New Policy – Religious Accommodations for Students**

WHEREAS, House Bill 353, “The Testing Your Faith Act” requires the adoption of a policy that reasonably accommodates the sincerely held religious beliefs and practices of individual students; and

WHEREAS, the policy addresses all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief systems; and

WHEREAS, the policy is consistent with and adheres strictly to the requirements set forth in section 3345.026 of the Ohio Revised Code; and

WHEREAS, the policy will apply to all students of Northwest State Community College, to the extent set forth in this policy and in Ohio Revised Code Section 3345.024; and

WHEREAS, the Board of Trustees of Northwest State Community College directs the President and/or designee to develop procedures for the implementation of the requirements described in this policy; and

WHEREAS, the President and/or designee will write procedures that give direction to this policy; and

WHEREAS, the Policy is dependent upon further guidance to be issued from the Chancellor of Higher Education,

NOW, THEREFORE BE IT RESOLVED, that policy 14-5-24 Religious Accommodations for Students be adopted as follows:

**3358: 14-5-24 Religious Accommodations for Students.**

Effective Date: X/XX/XXXX

This policy applies to Northwest State Community College students and is in accordance with Revised Code (R.C.) 3345.026. Northwest State Community College's inclusive environment allows for religious expression. Faculty are expected to work with students to reasonably accommodate their religious, spiritual, and/or faith-based obligations and observances.

The Board of Trustees of Northwest State Community College directs the President and/or designee to develop procedures for the implementation of the requirements described in this policy.

**This concludes the Consent Agenda.**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_.

ROLL CALL: Aye; \_\_\_\_\_ Nay;  
Thereupon the Chair declared the motion approved/disapproved.

**PROPOSED RESOLUTIONS**

- 1. CONSIDERATION OF A RESOLUTION TO APPROVE THE 2022-2023 REVISED BUDGET**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_.

WHEREAS, a revised 2022-2023 budget has been completed to make the monetary adjustments based on revised enrollment, subsidy and the realignment of expense projections including strategic initiatives; and

WHEREAS, the Chief Fiscal and Administrative Officer and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the 2022-2023 revised budget be approved.

ROLL CALL: Aye; Nay;  
Thereupon the Chair declared the motion approved/disapproved.

2. **CONSIDERATION OF A RESOLUTION TO APPROVE THE DUPLICATE PROGRAM REPORT FOR THE OHIO DEPARTMENT OF EDUCATION**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_.

WHEREAS, Northwest State Community College has completed the required Duplicate Program Report for the Ohio Department of Higher Education; and

WHEREAS, this report must be reviewed and approved by the Board of Trustees; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Northwest State Community College Duplicate Program Report be approved by the Board of Trustees effective February 24, 2023.

ROLL CALL: Aye; Nay;  
Thereupon the Chair declared the motion approved/disapproved.

3. **CONSIDERATION OF A RESOLUTION TO APPOINT DELEGATE AND ALTERNATE FROM THE BOARD OF TRUSTEES TO SERVE ON THE GOVERNING BOARD OF THE OHIO ASSOCIATION OF COMMUNITY COLLEGES (OACC)**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_.

WHEREAS, the bylaws of the Ohio Association of Community Colleges specify the annual appointment of a delegate and an alternate to their Governing Board from each college Board of Trustees by March 31 of each year

NOW, THEREFORE BE IT RESOLVED, that a delegate and an alternate from the Northwest State Community College Board of Trustees be appointed to serve on the Governing Board of the Ohio Association of Community Colleges.

ROLL CALL: Aye; Nay;  
Thereupon the Chair declared the motion approved/disapproved.

**4. CONSIDERATION OF A RESOLUTION TO ESTABLISH MEETING DATES AND TIME**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_.

WHEREAS, the time and place for the Northwest State Community College’s Board of Trustee meetings must be designated for April 2023 through February 2024; and

WHEREAS, the Executive Committee of the Board has reviewed several sets of meeting dates and has made a recommendation

NOW, THEREFORE BE IT RESOLVED, that Northwest State Community College be designated as the permanent place of business and that six regular meetings be established for the period April 2023 through February 2024. The election of Board officers will take place at the February meeting.

The Board shall meet on the following Fridays:

- April 28, 2023
- June 23, 2023
- August 25, 2023
- October 27, 2023
- December 8, 2023
- February 23, 2024

Meetings other than those regularly scheduled will be known as interim meetings and will be called by the Chair of the Board of Trustees or the President of the College. Notice of interim meetings is to be dated at least two days prior to the date of the meeting. Regular meetings are to begin at 11:30 a.m.

ROLL CALL: Aye; Nay;  
Thereupon the Chair declared the motion approved/disapproved.

\*\*\*\*\*

**NOMINATIONS & ELECTIONS**

Nominations are to be made for **CHAIR** of the Board of Trustees for the period February 2023 through February 2024. The newly elected Chair will assume his/her duties upon election.

Motion by \_\_\_\_\_, to nominate \_\_\_\_\_ as Chair of the Northwest State Community College Board of Trustees to serve through the

February 2024 meeting and to close nominations  
Seconded by \_\_\_\_\_.

ROLL CALL: Aye; Nay;

Thereupon the Chair declared that \_\_\_\_\_ is duly elected **CHAIR** of the Northwest State Community College Board of Trustees.

\*\*\*\*\*

Nominations are to be made for **VICE CHAIR** of the Board of Trustees for the period February 2023 through February 2024. The newly elected Vice Chair will assume his/her duties upon election.

Motion by \_\_\_\_\_, to nominate \_\_\_\_\_ as Vice Chair of the Northwest State Community College Board of Trustees to serve through the February 2024 meeting and to close nominations  
Seconded by \_\_\_\_\_.

ROLL CALL: Aye; Nay;

Thereupon the Chair declared that \_\_\_\_\_ is duly elected **VICE CHAIR** of the Northwest State Community College Board of Trustees.

\*\*\*\*\*

Nominations are to be made for **SECOND VICE CHAIR** of the Board of Trustees for the period February 2023 through February 2024. The newly elected Second Vice Chair will assume his/her duties upon election.

Motion by \_\_\_\_\_, to nominate \_\_\_\_\_ as Vice Chair of the Northwest State Community College Board of Trustees to serve through the February 2024 meeting and to close nominations  
Seconded by \_\_\_\_\_.

ROLL CALL: Aye; Nay;

Thereupon the Chair declared that \_\_\_\_\_ is duly elected **SECOND VICE CHAIR** of the Northwest State Community College Board of Trustees.





# President’s Report - February 2023

Videos / Podcasts:

[2/9/2023](#)

## Activities

Ongoing

- Defiance Rotary (weekly)
- OACC President’s Call (various)
- Terra, Owens, NSCC President’s Call (monthly)
- NwOESC Superintendent Meeting (monthly)
- Four County Superintendent Meeting (monthly)
- President - Faculty Leadership Conversations (Monthly)
- Aspen New Presidential Fellows (various)

<b>Date</b>	<b>Activity</b>
Jan 12	Bill Lammers
Jan 17	Board Engagement - Joel Miller
Jan 22-26	Session I of Aspen New President’s Fellows
Feb 7	Board Engagement - Mickey Schwarzbek
Feb 10	Promedica Scholarship - Leadership Discussion

## Scheduled Time Off / Away from Campus

Date	Description
Feb 22	Columbus, OH. OACC President’s meeting
Mar 8	Columbus, OH. OACC President’s meeting (tentative)



Mar 8 - 12	Puerto Rico. Vacation (tentative)
Mar 14	Columbus, OH. OACC President's meeting
Mar 16	Tulsa, OK. Vacation
Mar 29 - Apr 5	Denver, CO. Higher Education Research & Development Institute / American Association of Community Colleges Conferences
Apr 14	LaFayette, IN. EV Motor Sports Competition
Apr 25	Columbus, OH. OACC President's meeting

## Non NSCC related Professional Activities

None.

**Executive Vice President/Chief of Staff Board Report**  
**February 2023**  
**Submitted by: Albert Lewis, Jr.**

**STRATEGIC PLANNING**

**Co-Chairs Todd Hernandez / Albert Lewis**

- ✓ Environmental scans completed
- ✓ Community meetings completed
- ✓ Students input completed
- ✓ Faculty and staff feedback completed
- ✓ Draft Report presented to Executive Committee 12/9
- ✓ Draft Report February Board Meeting

Final Draft Due April Board Meeting

**DRAFT STRATEGIC PLAN GOALS AND OBJECTIVES**

**Pillar 1** - Life-Changing Education

**Pillar 2** - Learning for All

**Pillar 3** - Organizational Excellence

**Pillar 4** - **First Choice Employer** – Formerly *Empowered Teams*

**Pillar 5** - Engaged Community

**PILLAR 1 - LIFE-CHANGING EDUCATION**

**Goal Statement: Expand high-value transformative education, training and services that anticipate the needs of learners and community stakeholders.**

1. Improve learner outcomes by establishing a Professional Development and Learning Center.
2. Develop and scale learner-centered class and program offerings by expanding access in time, place, duration, and delivery.
3. Demonstrate the value of education, training, and services delivered by NSCC.
4. Increase the number of learners that obtain a degree, certificate or industry recognized credentials.

## **PILLAR 2 - LEARNING FOR ALL**

**Goal Statement: Provide equitable and inclusive access to education, training, and services to increase enrollment, retention, and completion.**

1. Identify and address barriers that impede learner access and success.
2. Design learner-centered and holistic supports for enhanced retention and program completion.
3. Provide learning experiences that embrace diversity and inclusivity to foster a sense of belonging.
4. Encourage and support learner engagement in campus life.

## **PILLAR 3 - ORGANIZATIONAL EXCELLENCE**

**Goal Statement: Increase institutional resources and advance operational efficiencies through data-informed decisions and continuous improvement.**

1. Seek and expand revenue sources for the advancement of education, training, and services.
2. Improve and encourage participation in the governance process.
3. Establish an institutional research structure to support assessment, accreditation, and effectiveness.
4. Align budget and resource allocation process with College's priorities.

## **PILLAR 4 - FIRST CHOICE EMPLOYER – FORMERLY EMPOWERED TEAMS**

**Goal Statement: Provide a work environment that attracts and retains highly motivated employees, fostering collaboration, a sense of belonging, and purpose.**

1. Provide competitive wages and benefits, flexible work schedules (including remote work).
2. Facilitate a work environment where employees experience work/life balance.
3. Provide professional development opportunities and resources that foster career growth and empower employees to succeed.
4. Enhance the employee experience by creating a sense of belonging, employee engagement, and respect for all individuals.

## **PILLAR 5 - ENGAGED COMMUNITY**

**Goal Statement: Strengthen and increase community partnerships through enhanced employer, learner, and community relationships.**

1. Present NSCC as a convener for community collaborations.
2. Empower and encourage staff, faculty, and learners to participate in outreach as ambassadors.
3. Optimize employer and community relationships to advance socioeconomic growth.

### **VAN WERT CAMPUS**

Completed interviews of 5 architect firms. Meeting is planned for February 16 to complete scoring of rubric.

Working on 3 articulation agreements - Purdue Fort Wayne for Business, St. Francis University for Education, and Indiana Tech for Management, Criminal Justice, Human Services, Data Analytics, and Quality Management.

Currently collecting resumes for potential part-time faculty residing in or near Paulding and Van Wert.

8B Classes scheduled for a March 20 start.

Courses have been recommended for summer and fall semester for Van Wert campus with input from the Advising office. The Advising office surveyed the needs of current NSCC students living in in VW/Paulding/Putnam county areas.

### **GRANTS REPORT**

**Ohio Department of Education (ODHE) CDL Grant** - 2nd round application was submitted (\$200,000 requested) in early January. Decision expected in March.

**Choose Ohio First** - FY23 application (2nd round for NSCC) awarded \$720,000 for 5 years, grant period will start May 2023, first COF scholarships will be awarded for Fall 2023 term. This expands the eligible programs to cover all STEM & Industrial Tech Degrees & Certificates, as well as the Visual Communication & Graphic Design (VCGD) program (Arts & Sciences) and both Ag programs (Agronomy & Agribusiness).

#### **Choose Ohio First Overview**

The Choose Ohio First Scholarship is designed to significantly strengthen Ohio's competitiveness within STEM disciplines and STEM education.

The Ohio Department of Higher Education provides funding to Ohio's colleges and universities to support students in innovative academic programs. Participating universities and colleges award scholarships to students desiring a certificate, associate degree, baccalaureate degree, or graduate degree in eligible STEM and STEM education fields.

All scholarship decisions are made by the individual participating colleges and universities.

Choose Ohio First funds higher education and business collaborations that will have the most impact on Ohio's position in world markets such as aerospace, medicine, and information technology. These collaborations will ultimately produce substantive improvements to the pipeline of STEM graduates and STEM educators in Ohio. Choose Ohio First is part of a strategic effort to encourage Ohio's economic strength by ensuring a ready workforce for STEM-related industries.

**Fulton County signed the Community College Acceleration Program (CCAP) MOU** - can begin serving Fulton Co. resident students with these funds (provides wraparound support for SNAP recipients - transportation, childcare, books, gap tuition, etc.)

**Purpose of the CCAP Grant:** The SNAP to Skills Program is designed to offer financial assistance to eligible individuals through the form of financial aid while attending college. Funding includes tuition coverage, textbook expenses, laptop loaner program availability, gas cards, etc. Students seeking financial assistance to help offset college costs may qualify for this program. To determine eligibility, an online screening assessment must be completed prior to making the referral to the Ohio Department of Job and Family Services (ODJFS).

## INFORMATION TECHNOLOGY

### **Data Systems Team:**

In addition to supporting day to day operations of the Banner Student Information System (SIS), the team continues to fulfill requests for all departments in the college.

Some other completed items, or on-going items of note, include:

### **Banner Upgrades**

- The Banner end-of-year upgrades were loaded in our test system, tested and loaded into the production server for W2's, 1098-T's, 1099's, etc. and also for the new Payroll tax tables for 2023.
- All of the three new DegreeWorks upgrades have been installed in the test system. Configurations are completed for the first two and underway for the third upgrade. The plan is to have the newest DegreeWorks version ready in March for the start of the summer and fall registration period.

## **Banner Software Integration**

- New summer and fall 2023 applications for admission are being received into Slate (Student Customer Relationship Management). Information flow between Slate and Banner is underway and enhancement are being made.

## **New Initiatives**

- The new HALO system has been working well for tracking requests. Customer satisfaction with each completed request is being captured and looks very good so far. In the past two months around 100 requests have been successfully completed.

## **Functional**

- Training new employees, and those transferring to different departments, in Banner and Argos (reporting tool)

## **Network/System Team:**

- For the month of January, 399 new requests/incidents were received, and 384 have been resolved with 100% positive feedback.
- The campus wireless upgrade project has been completed expanding the range and speed of our WIFI network to better service the use of mobile devices.
- The new room request portal is still in development and is to be rolled out once the position is filled.
- The maintenance and archive building is being outfitted with new access control and intrusion detection solutions to increase security and ease of use.
- A new project is underway partnering with Henry County to host each other's disaster recovery hardware to further harden each of our recovery plans.
- Coming soon will be a new electronic records solution with meetings with stakeholders currently being held to gather all requirements. This solution will help us further digitize our records along with automating and streamlining many of our processes.

**Vice President for Academics**  
**February, 2023**  
**Submitted by: Dan Burklo**

We started off the Spring semester with a faculty orientation that included a presentation on Inclusive Brilliance. Academics are involved with many projects such as: ATD, the Lifelong Learning program, the kick-off of the implementation of Curriculog, and Commencement.

NSCC's ATD Teaching & Learning cohort group is over halfway through the intensive process of participating with other colleges in exploring high-impact practices that will impact both faculty and learners. The end result of this project will be a comprehensive BCAP (Building Capacity for Action Plan) specific to NSCC. The three overarching goals currently are: 1) Establish a professional learning program 2) Increase campus awareness and engagement in professional learning strategies 3) Create a physical space dedicated to teaching and learning. Under each of these goals will be defined strategies and an action item list. The hope is that, with broad administrative and institutional support, high-impact practices can be utilized in the short-term and a physical space dedicated to teaching and learning can be established longer-term.

Our Lifelong Learning program has resumed for the Spring semester. On Friday, February 17<sup>th</sup> we will be presenting The Life and Administration of the nation's 19<sup>th</sup> President, Rutherford B. Hayes. Our speaker is Kevin Moore who is the Curator of Artifacts at the Rutherford B. Hayes Presidential Library and Museums in Fremont, Ohio. For the first time, we will be offering day trips during the summer months. Destinations being considered are The 180<sup>th</sup> Fighter Wing in Toledo, Ohio, The Shawshank Trail along with the Ohio State Reformatory in Mansfield, Ohio, and the Butterfly House in Whitehouse, Ohio. Not only do we want to have constructive learning here at NSCC, but we also want our participants to have the opportunity to learn from our surrounding communities.

The Acalog implementation was completed at the end of December. With some minor changes, we should have Acalog published by the end of the month. After doing an excellent job leading our Acalog implementation, Heidi Keller will take the lead for our Curriculog implementation. We had our Curriculog kick-off meeting on Monday, February 6<sup>th</sup>. Implementation will start at the end of the month.

Our Commencement committee has started working on the details for the Spring 2023 Commencement. The Spring Commencement will be held on Saturday, May 13<sup>th</sup> at 2:00 p.m. This will be the first year holding Commencement at Founder's Hall, located on the property of Sauder's Village.

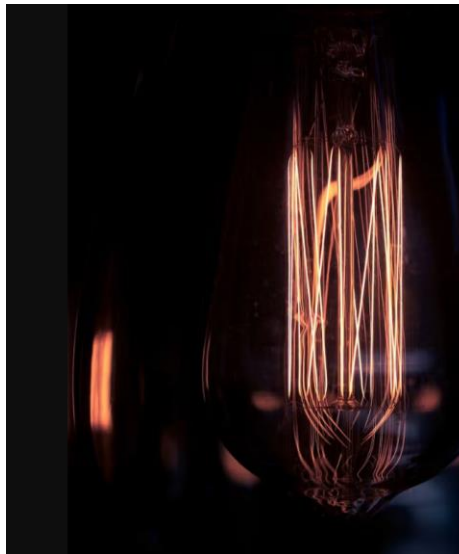
Following are some brief updates from the academic deans.



## Jamilah Tucker: Arts & Science

For this month's board report, the division of Arts & Sciences had a little bit of FUN! We asked these questions during our monthly full-time Faculty meeting. Here is what they said!

### In three words or less describe the start of your Spring Semester.



### What initiatives will you be working on during the Spring semester?

Mentimeter

Inclusive Brilliance;  
Teaching & Learning; ATD

Rewriting courses for OER

Experimenting with  
alternative ways of giving  
students feedback on  
writing

OT-36 submissions;  
adapting hybrid to in-  
person course; learning  
other components of my  
role in A & S

Developing/integrating  
OER for PSY210

Transitioning Social  
Psychology to an  
OER/Finish ACUE course

Redesign of ENG 112:  
Composition 2,  
governance handbook  
revision, Communication:  
Writing ILO



## What initiatives will you be working on during the Spring semester?

Mentimeter

Review and revision of ILOs

Developing course for OER

Making more submissions to OT36 to ensure statewide transfer credit

OT36 Submissions

Rewriting classes for OER

Helping to develop a plan to share program-level data with faculty.

### **Jason Rickenberg: Business & Public Services**

The start of the spring 2023 semester in the Business and Public Services division was smooth with next to no issues. The full-time faculty and part-time faculty were ready for the learners to come back on campus. We added 14 face-to-face and hybrid courses to the spring schedule attempting to increase enrollments for those learners who might not want on-line options. Of the 14 additional sections, evening face-to-face sections were the priority.

Since 2019 and into the spring 2023 semester, we have worked closely with the NSCC Advising Center and NSCC Admissions Office to ensure that we add additional course sections as learner enrollments justify the need. This method/process has allowed us to serve all learners. We contribute the smooth startup of the spring 2023 semester by our willingness to meet the learners where they are and adding additional face-to-face sections.

Spring initiatives for the division of Business and Public Services are plentiful. Initiatives related directly for student improvement are:

- Revisions to the Medical Assisting/Medical Support Program.
- Increase Summer semester face-to-face course offerings by 10%.
- Continue development on our Adult Learner initiative.
- Articulation agreements with Indiana Tech, Purdue Fort Wayne, and Defiance College.
- Agri-Tech discussion with the division of STEM and Industrial Technology.
- As we look at the (B) building renovations taking in consideration how to deliver the best education to our learners.

There are also two initiatives that will strengthen the program:

- Revising Institutional Learning Outcomes.
- Reapproval of our Ohio Transfer 36 for Macro and Micro Economics.

### **Tiffany Ludwig: Nursing & Allied Health**

The start of the Spring semester has gone well for the division of Nursing & Allied Health. We are working on a nursing tutor program this semester with the intent of launching in the fall. PAX spotlight tutoring is also in the works and should be launched in April. Both nursing and allied health are actively participating and collaborating with recruitment at local high schools. The faculty have worked on presenting a PowerPoint that encompasses employment and data trend sheets along with informational flyers.

While beginning the Spring semester the division of Nursing & Allied Health always looks toward the enrollment for the Fall semester. The numbers look good. The RN program could potentially have forty-one students. Twenty-four students meet the requirement, nine students are coming from Defiance College and if eight students have a successful Spring semester. The LPN student admission projects 21 students for the Fall semester. Seventeen students currently meet the requirements and four students will continue on if they have a successful Spring semester.

### **Dr. Ryan Hamilton: STEM & Industrial Technologies**

The Spring semester goal for the division of STEM and Industrial Technologies is working to build partnerships and recruiting students for the DOL-SCC program. Tony Hills and Mike Kwiatkowski are delivering seminars on Fridays for local companies interested in learning more about cyber security. The DOL-SCC programs are fully developed and ready to go, but we continue our recruiting efforts for this program. Dave Mohring and Colin Doolittle are creating a strategic plan to find more partners to expand the STEM P<sup>4</sup> partnership. Currently, this is only running at Automatic Feed in Napoleon. Tony Hills and Colin Doolittle have been accepted to present their research at the American Society of Engineering Education (ASEE) national conference this summer.

**Vice President of Enrollment Management & Student Affairs**  
**February 2023**  
**Prepared by: Lana Snider**

**DEAN OF LEARNER SERVICES – CASSIE RICKENBERG**

**ADMISSIONS**

Brittany is excited to be working with the Admissions team as the new Director. Many goals for the upcoming school year focus on community outreach and connection along with relationship building on campus, with community partners, and businesses as well.

We welcomed a new recruiter in January – Keira Christman. She formerly worked with Williams County Economic Development and we are excited to have her on the team.

Spring enrollment: At the start of the spring semester, we had 158 New and Transfer learners who moved from applicant status to ready to register. We are now focusing on outreach to applicants who expressed interest in a spring start but did not register and to applicants who expressed interest in a spring start but did not complete admissions requirements. Targeted messaging went out to these individuals encouraging them to complete admissions requirements or connect with Advising to explore 8B options.

We have 4 Navigate NSCC days coming up in February and March. The purpose of Navigate NSCC is to encourage new learners to complete their admissions requirements, connect with campus resources, and connect to campus early. This event will offer scholarship information, campus tours, introduction to campus groups, and advising presentations.

School Counselor Day will take place on March 2. This year we will include topics and FAQs including book ordering processes, in-house instructor credentialing and more.

**BE BOLD – ADULT LEARNERS**

Our adult learner program has made a lot of positive progress in 2023. Our Adult Studies Coordinator, Kristen Davis, finalized our program sheet for potential adult learners this fall. Learners will gain a sense of pride and feel they belong to the Northwest State community while they are cohorted through their first year of school. After they complete their first year, learners will choose one of the four pathways: Marketing, Banking and Finance, Logistics and Supply Chain Management, or Business Management. Kristen Davis has worked closely with Jim Bellamy in Marketing to complete a press release, postcards, social media posts, and more. Kristen will also be on our podcast, “The Stuff” with CJ and Sam in mid-February. Kristen is beginning to see interest in the program with emails, phone calls, and more. She is targeting learners with the help of Brittany Thompson, Director of Admissions, and her Admissions Team, along with Terry King, Director of Data Systems. Mrs. Davis is hopeful for a robust and diverse group of adult learners to pilot our new program.

## **ADVISING CENTER**

The Advising Center remains busy advising and registering learners for the spring 2023 semester. The semester began with us having met 98% of our overall enrollment goal, and we are continuing to work with learners to register for spring 8B courses. One of the ways we were able to positively affect spring 2023 registration was through the 4 registration incentive events we held during the month of December. These were heavily promoted events that prompted learners to “stop by” and meet with their academic advisor, register for spring 2023 classes, and get a snack. These events were tremendously successful and had a positive effect on registration, with academic advisors seeing over 50 learners and registering them for over 300 credits.

Through incentive events, walk-in registration, and intrusive advising appointments, academic advisors were able to assess learner need and provide much-needed wraparound holistic supports contributing to an 82% retention rate from fall 2022 to spring 2023. This is a 7% increase from our average semester-to-semester retention rate of 75%. With such successes, the Advising Center continues its efforts in exploring and developing ways to positively impact enrollment and retention rates in the summer and fall 2023 semesters.

Finally, as part of our Student Success Plan, the Advising Center is developing a process to increase learner access and scale-up Reverse Transfer – striving towards increasing the number of credentials earned by learners through Reverse Transfer. Such credit on demand is designed for learners who have earned credits at NSCC but transferred to other institutions for completion of their bachelor’s degree prior to earning a certificate or an associate’s degree from NSCC. With Reverse Transfer, learners can apply credits from their bachelor’s degree coursework toward an NSCC credential.

## **STUDENT GROUPS / CAREER ACTIVITIES**

### **Esports – Game Con**

The Esports Program at NSCC has been busy and has a full line-up of spring events for *NSCC Thunder*, the college’s Esports Team, and *NWO Gamers*, the extracurricular group that extends to the greater community. The program kicked off 2023 with a bang by hosting their 2<sup>nd</sup> *Game Con* event on-campus on Saturday, January 7 – the last one being



held in 2019. Esports Coaches, Ethan Eberly and Spencer Barhite, along with their *Thunder* Captains, team members, and a slew of volunteers (approximately

34) put on a spectacular event. The NSCC IT Department was instrumental in coordinating the event and ensuring its success. Campus leadership from other NSCC departments also contributed valuable insight into the event planning process throughout.



The event featured a variety of activities to entertain attendees, with the headline events being a *Smash Ultimate Tournament*, a *Rocket League Tournament*, and a *CosPlay Contest*, offering cash prizes to the top three finishers for each. The event attracted 270+ attendees, with 43 participating in the *Smash Ultimate Tournament*, 26 participating in the *Rocket League Tournament*, and 23 participating in the *CosPlay Contest*. The event attracted the attention of *The Crescent News* (thanks to NSCC Foundation Director, Robbin Wilcox) and a nice article was featured on the front-page of the Tuesday, 1/10/23, edition of the paper. The event was a true success. After all recovered from *Game Con*, the planning committee met to assess the event – reviewing the data collected from a post-event survey distributed to participants. During the recap meeting, the group celebrated the successes and identified areas of improvement for the next edition.



*Game Con* is not the only thing happening in the NSCC Esports world. The group has a busy spring line-up on the horizon. In fact, they have already enjoyed their first two regular (*NWO Gamers*) events of the semester (1/24 and 2/7). The team also recently added three (3) new team members for the spring semester.

Additionally, the coaches have been working with NSCC leadership to begin selling NSCC Student Group merchandise (clothing) in the NSCC Bookstore. That is still “in the works,” but they are getting closer to making this a reality.

## **EV MOTORSPORTS**

The EV Motorsports group, led by Mike Kwiatkowski, Colin Doolittle, Dave Mohring, and Tony Hills, has recently worked on recruiting new members. Currently, the group has ten (10) active members. They have also been working to clean up the laboratory.

The Competition Kart is up and running but is in need of a few tweaks. The team has checked all the batteries and determined that they have enough good ones to supply one of the existing carts. The old batteries are scheduled to be disposed of properly with the “unsafe chemicals” this spring. The electrical mechanisms on the working cart have been checked out and verified to be working. Students have had preliminary training on the batteries and speed controller. The goal for spring is to help the group members transition the electrical mechanisms from “working” status to “race-ready.”

In relation to the Autonomous Cart, the team is waiting on grant funds to be processed, in order to proceed. The goal is to get it running for/during the spring semester.

The team is looking into the possibility of building a third cart during the spring semester. This cart would be used for community outreach purposes. The team is actively looking at another cart chassis to turn into a demo cart for public viewing.

The group has further plans in place for community outreach later this month. EV Motorsports plans to reach out to schools, libraries, and businesses within the service area to educate them on electric vehicles, as well as ask for donations/sponsorships.

## **SUCCESS CENTER**

The Success Center has several walk-in tutoring labs that are currently open and available to serve our NSCC learners during the 2023 spring semester. These tutoring labs include academic assistance in the areas of Business/Accounting, Computer Science & Technology, the Life Sciences, Math, and Writing. Both individual and online tutoring services are also available free of charge to all Northwest State learners.

During the 2022 fall Semester, the Success Center had 177 learners that received tutoring services on 627 occasions throughout the semester. This included 588 tutoring sessions that occurred in our walk-in tutoring labs and 39 individual tutoring sessions.

eTutoring, our online tutoring service, was utilized by 199 learners on 477 occasions during the 2022 fall semester. Northwest State learners continue to be among the heaviest users of eTutoring services in the State of Ohio. We are pleased to be able to provide this service to our NSCC learners and are happy that they are taking advantage of this valuable free online resource.

## **TRIO**



Many workshops were held in the fall of 2022. They included financial literacy using igrad, time and stress management, and goal setting. A "Written in Stone" workshop was created for students to write/paint their goals on stones.

TRIO employees and learners participated in the Chili Cook-Off that took place on-campus on October 12, 2022.





Last Fall, TRIO learners spent the day at BGSU to learn about transfer opportunities and to meet someone from the BGSU TRIO program. A tour of the campus was given, followed by dinner and a hockey game.

Learners had a fun outing at Leaders Farms to connect with other students, go through a corn maze, and get “scared” going through the haunted maze.



On November 8, 2022, First Gen Day was celebrated with staff, faculty, and learners. Events were held throughout the week to celebrate. See the video created by our staff, featuring many members of our NSCC Campus Community - [First Gen Week Video 2022](#).



Professional Development events were attended by TRIO Staff. They were held in Cleveland (EOA Regional conference) and San Diego (COE National conference). A masquerade celebration and a trip to the Rock and Roll Hall of Fame were a couple of the events held in the evenings after a day of workshops.



On December 19, 2022, TRIO celebrated with their learners at Commencement. TRIO learners are presented with a red stole to wear to signify they participated in TRIO.





The CCAP program (Community Colleges Accelerated Program) assisted six students with additional resources to help them stay enrolled. These resources included nursing uniforms, books, gas cards, auto repairs, and tuition. This program is funded by Job and Family Services and they provide 50% reimbursement for these expenses. Approximately \$5,000 has been used for these resources. All CCAP participants are receiving SNAP E & T benefits. Recently, Susan Cheeseman, the newest member of the NSCC Grants Team, has been hired to oversee this program. Personnel costs are partly funded by JFS.

### **Campus Mental Health Resources – Partnership with CCFA**

In prior semesters, only a handful of learners used the NSCC Campus Counseling Center helpline. During the past summer, we received feedback that we needed to increase mental health support for learners on campus. For fall, we had the opportunity to have Maddy Diemer (a mental health clinician) on campus once per week. During the fall semester, approximately 22 learners were able to receive mental health services through these efforts. Quite an accomplishment! We hope that these numbers will continue to grow.

GEER Mental Health funding allowed us to have an outside vendor do qualitative research on the mental health needs of our learners. Four main themes were identified. We will continue working toward improving services in the following areas:

- 1) Increasing awareness to learners on services available
- 2) Culturally relevant counselor matching for our learners (LGBTQ+, people of color, and pell-eligible)
- 3) Increased virtual access
- 4) Awareness and development of wellness programs for stress management techniques, such as promoting healthy coping skills and managing anxiety and stress, which are reported as our learners' greatest need

*Be kind to your mind!*

**We are here for you**

Contact  
NSCC's Campus  
Counseling Center at  
419-591-6487

Contact Maddy!  
On campus every  
Monday from 10:30-12:30  
in A201B! Or call her at  
567-331-1255  
*\*Face-to-Face or virtual  
appointments available*

Call 988  
National Crisis Lifeline  
24/7 Support

**Know the signs**

- ✓ Not feeling like yourself?
- ✓ Are you feeling agitated?
- ✓ Are you feeling withdrawn?
- ✓ Taking care of yourself?

Services are available at no cost to students enrolled at Northwest State Community College

### **FINANCIAL AID – ASHLYNN COX**

The Financial Aid office has been busy processing financial aid for the 23-24 year. We have received 525 FAFSAs to date, which is on-track with the prior 2 years. We still continue to receive FAFSAs and process aid for the current year (22-23).

The Foundation scholarship application is due on February 17. We have received 138 applications with a goal of 500. An email was sent out to learners on 2/6/23 with the application attached. We are hoping for a great response to the email.

The Financial Office plus Kristen Davis (NSCC Adult Studies Coordinator) enjoyed the holiday festivities on campus. I cannot be more thankful for our team and their willingness to get involved. The team gets along well with others and has built professional relationships within our department as well as with Learner Services as a whole.



### **Food Pantry**

The food pantry has been a great resource for our learners. We are in the process of cleaning and reorganizing the food pantry. You will find grab bags around campus



that include a recipe along with the ingredients needed to make that recipe. In the restroom, you will find hygiene kits that include items such as lotion, shampoo, conditioner, and body wash. There has been a great response to the grab bags.



### **REGISTRAR – CONNIE KLINGSHIRN**

The Registrar's Office is now fully staffed as of January 3, 2023. We welcomed our newest member, Eliza Avers, and we are happy to have her complete our three-person team. We have been working hard on various projects already this semester. We were able to wrap-up fall Commencement 2022 by mailing diplomas to graduates in late January. Before we know it, it will be time to begin preparations for spring 2023 Commencement, which will have a change of location this year. We will be having it at Sauder Village, Founder's Hall for the first time in NSCC Commencement history. The preparations have already begun by the VPA's Office and the larger committee is scheduled to meet in later February.

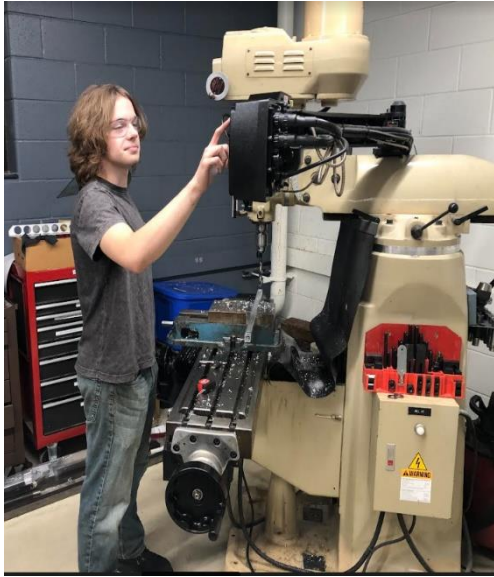
Directors from Learner Services and the Business Office met in mid-January to plan the important dates for Registration, the Registrar, Financial Aid, and Business Office for the

upcoming Academic Year – 2023-2024. We have to plan ahead, because it will be upon us before we know it.

Earlier this month, we worked with faculty to verify attendance results for the first part of the term. On February 8, 2023, the fall 2023 schedule was rolled out to Deans of Academic Divisions to begin the process of editing to remove any courses that should not be listed, in anticipation of the upcoming opening of Registration for fall 2023 – Priority Registration (for Veterans) will open on March 17, followed by the opening of regular registration on March 20. There is a lot of activity across campus and the Registrar's Office is no exception to that rule.

**Vice President – Workforce Development**  
**February 2023**  
**Submitted by: Jim Drewes**

**SBO First Robotics Club** – 2 members of the First Robotics club graduated from NSCC in December 2022 and are enrolled at Embry Riddle Aeronautical University in Florida for Fall 2023.



Left: Josh  
December 2022  
Graduate  
Will graduate  
Spring 2023 from  
Wauseon HS

Right: Samantha  
Will graduate  
Spring 2023 from  
NSCC  
2022 Wauseon  
HS graduate

**Summer Camps 2023** – The College has planned 21 camps for this summer, including a few new camp offerings.

**Science Fair** – The College will host the 2023 NWOSEF Science Fair on Saturday, March 4. Local high schools will attend and showcase their talent in science and engineering topics.

**Apprentice Programs** – Local companies including Lafarge (Paulding), Alliance Automation (Van Wert), Campbell Soup (Napoleon) and Custom Agri Systems Inc (Napoleon) have added apprentice programs with a total of 45 students.

**Chief Fiscal and Administrative Officer**

**February 2023**

**Submitted by: Jennifer Thome**

Whew! Spring semester is in full swing. At the Cabinet level, we have all had to lean on each other at some point this year. As frustrating as it can be, we have pulled through each issue as a stronger group. You can see it in how we work and communicate with each other – learning and growing as a team. The police department, financial aid, and the business office were affected by turnover and resignations. Now, each department is stronger and developing a great foundation. Cabinet members have helped each other pull through. Our Team is stronger!

Business Office

I am super excited to develop this team! There is no question in my team's abilities and their desire to work for the College. We are in the training phase as all open positions were filled in later December and January. The level of questions and awareness bring a comforting feeling to know we have the right people in place for succession planning, which is always my goal. I do struggle with needing to be in too many places at once and I am afraid of things slipping through the cracks, but I have been given nothing but support from Todd and the Cabinet. I know the result will be amazing – I am so in love with the financial team and the business office – what a complete turnaround.

In January, we processed year-end activities including W2, 1099, 1098t statements, and Foundation donations. February brings reporting requirements – HEI, SB6, and IPEDS.

Auxiliary Services

Food Service: This department continues to struggle to fill entry-level part-time positions. We have three open positions while awaiting word on one potential job offer. We are working through logistics to introduce Maumee Valley (vending) Market Fresh into the fold with freshly made salads, sandwiches, and snacks to help alleviate the strain on this department while still providing low cost options for students, faculty, and staff. I hope to have this in place by the first week of March.

Bookstore: The Bookstore has one opening with a recent end of year retirement. Applications are being reviewed for potential interviews. As we look back on the start-up of spring semester, a team has organized with a group from Learner Services to find ways to make the CCP process better. It is exciting to see groups like this form, take ownership, and have a willingness to make things better – crossing departments.

## Facilities

Facilities has been very busy. The solar and deferred maintenance project is coming to an end. Toledo Edison has finally signed off on our drawings. We are in the final stretch to energize the solar array in 2023! Building B discussions have started with groups representing B wing faculty, staff, IT, and facilities. While the Van Wert interviews recently concluded, the team is scheduled to reconvene on Thursday 2/16/23 to rate and award the architect & design firm. We have a lot of moving parts!

**Vice President; HUMAN RESOURCES & LEADERSHIP DEVELOPMENT**  
**February 2023**  
**Submitted by: Katy McKelvey**

**Recruiting:**

We have filled the following roles:

- Student Accounts Receivable Assistant
- Payroll Accountant
- Financial Accountant
- Controller
- Admissions Recruiter
- Director of Business Development
- Events Coordinator
- Registrar Assistant
- Workforce Sales Coordinator
- Training Manager Manufacturing
- Administrative Assistant - Admissions

We are recruiting for the following roles:

- Custodian
- Director of Institutional Research
- Administrative Assistant - Community and Workforce Development
- Clerk – Bookstore/Retail & Food Services
- Administrative Assistant – Foundation, BSSC, and Marketing
- Food Services Assistant - PT
- Campus Police - SUB

**Benefit Spotlights:**

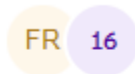
We continue to highlight the benefits Northwest State provides for our employees. Benefit Spotlights have been scheduled throughout the year and will come in the form of memos, flyers, emails, and presentations. Our hope is that these will not only help inform employees, but also remind them of all the great benefits that NSCC has to offer.

Human Resources has recently highlighted the following through our “Benefits Spotlight” efforts: The Sydney Health, Express Scripts and Delta Dental mobile app resources and features.

## Employee Recognition Program:

Our Performance Management platform has an added benefit of promoting peer recognition through High-fives. These can be shared both publicly and privately and are a way for employees to appreciate their teammates by recognizing their successes and showing their appreciation to one another. Here are some examples:

Jan. 26, 2023



**Fredy Rodriguez-Mejia to 16 people**

All members of the Arts and Sciences division and other people in the administrative side of the college have been incredibly welcoming and supportive of my new role! Thank you @JamilahJones @LenaYedica @SherryHoward @CarissaEmery @EricBaker @AmyDrees @MelanieDusseau @AllenBerres @SeanBurres @MelissaFaber @HeidiKeller @KaylaMiller @DanielBurklo @ToddHernandez @AndreaMofield and @AimeeThorpe!

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**Lana Snider to 6 people**


@ShannonFloyd @MeganSchroeder @ReneeBostelman @SarahCasserino @KaitlinRohrsCordes @KaraFlesher Fantastic job serving our new and continuing learners with their advising needs! Your work led to an 82% retention rate from fall 22 to spring 23! Way to go!

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**Kaitlin Rohrs-Cordes to Shannon Floyd**

@ShannonFloyd Thank You for ALL you do for our team! You are always willing to help us advisors with our student issues and finding solutions to problems.

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## Employee Engagement Events:

**Holiday Luncheon** - Over 120 employees joined us on December 7 for a wonderful meal. Our meal was provided by Hill's Restaurant & Catering out of Napoleon. We also played a round of Winter Trivia and the winners enjoyed holiday chocolate treats.



**Welcome Back Donuts** – As employees made their way back onto campus after the holidays, they were greeted with a donut and beverage buffet. Back by popular demand, John's Donuts, chocolate milk and orange juice were served, as well as an array of coffee options from Biggby's.



**Employee Pizza Luncheon** – Marco’s Pizza catered pizza for over 120 employees on January 18.





Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5101	Instructional Fees	\$12,924,710	\$0	\$12,924,710	\$6,242,293	\$0	\$6,682,417
5102	General Fees	\$448,416	\$0	\$448,416	\$218,134	\$0	\$230,282
5103	Lab Fees	\$526,300	\$0	\$526,300	\$185,454	\$0	\$340,846
5105	Out of State Fees	\$384,981	\$0	\$384,981	\$188,161	\$0	\$196,820
5107	Proficiency Fees	\$3,720	\$0	\$3,720	\$405	\$0	\$3,315
5109	Other Fees	\$3,420	\$0	\$3,420	\$2,824	\$0	\$596
5110	Late Fees	\$20,000	\$0	\$20,000	\$3,700	\$0	\$16,300
5113	Testing - Credit	\$0	\$0	\$0	\$0	\$0	\$0
5115	Student Fees	\$147,200	\$0	\$147,200	\$47,430	\$0	\$99,770
5116	Deferred Payment Service Fee	\$7,840	\$0	\$7,840	\$1,920	\$0	\$5,920
5118	Bus & Ind. Traing Fee	\$1,995,000	\$0	\$1,995,000	\$585,230	\$0	\$1,409,770
5130	Instr Fee - Nursing Cont Ed	\$1,500	\$0	\$1,500	\$0	\$0	\$1,500
5131	Provider Fee - Nursing Cont Ed	\$3,500	\$0	\$3,500	\$450	\$0	\$3,050
5133	Tuition and Fees Schlop Allow	-\$1,650,000	\$0	-\$1,650,000	-\$240,695	\$0	-\$1,409,305
5155	Fiscal Agent Fee	\$175,000	\$0	\$175,000	\$24,076	\$0	\$150,924
5157	Finger Printing Fee	\$30,000	\$0	\$30,000	\$11,390	\$0	\$18,610
5159	Career Advantage Fee	\$51,000	\$0	\$51,000	\$12,750	\$0	\$38,250
5160	Simulation Fee	\$70,900	\$0	\$70,900	\$12,023	\$0	\$58,877
5161	Career Service Fee	\$638,000	\$0	\$638,000	\$290,887	\$0	\$347,113
5162	Unallocated Reserves	\$25,267	\$0	\$25,267	\$0	\$0	\$25,267
5163	OBR Capital Funds (State)	\$7,166,239	\$0	\$7,166,239	\$0	\$0	\$7,166,239
5214	Cares Act Institutional Funding	\$0	\$0	\$0	\$0	\$0	\$0
5503	Foundation - Instl Supprt	\$135,000	\$0	\$135,000	\$0	\$0	\$135,000
5610	Photo ID	\$500	\$0	\$500	\$390	\$0	\$110
5611	Over / Short	\$0	\$0	\$0	\$1	\$0	-\$1
5614	Miscellaneous Income	\$128,000	\$0	\$128,000	\$29,690	\$0	\$98,310
5616	Facility Rental - Room Charge	\$35,000	\$0	\$35,000	\$8,680	\$0	\$26,320
5619	Facility Rental - Taxable	\$4,000	\$0	\$4,000	\$0	\$0	\$4,000

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5642	E Sports Revenue	\$0	\$0	\$0	\$0	\$0	\$0
5753	Catering Sales - Nontaxable	\$0	\$0	\$0	\$0	\$0	\$0
5801	OBR - Subsidy	\$12,134,050	\$0	\$12,134,050	\$4,044,682	\$0	\$8,089,368
5803	OBR - Capital Component	\$120,629	\$0	\$120,629	\$30,157	\$0	\$90,472
5901	Investment Income	\$75,000	\$0	\$75,000	\$21,274	\$0	\$53,726
Revenue	Sub-Total:	\$35,605,172	\$0	\$35,605,172	\$11,721,307	\$0	\$23,883,865
6101	Administrative Salaries	\$3,345,637	\$0	\$3,345,637	\$1,033,851	\$2,394,451	-\$82,665
6102	Non Instructional Salaries	\$2,674,144	\$0	\$2,674,144	\$984,084	\$2,235,353	-\$545,294
6103	Part Time Non Instructional	\$118,618	\$0	\$118,618	\$13,785	\$63,486	\$41,347
6104	Salary Savings	-\$625,000	\$0	-\$625,000	\$0	\$0	-\$625,000
6121	Academic Salaries	\$3,230,884	\$0	\$3,230,884	\$1,106,817	\$2,634,836	-\$510,769
6122	Academic Overload	\$524,289	\$0	\$524,289	\$234,743	\$212,631	\$76,915
6123	Part Time Academic	\$1,179,437	\$0	\$1,179,437	\$446,995	\$520,406	\$212,035
6124	Independent Study	\$17,000	\$0	\$17,000	\$9,036	\$7,011	\$952
6125	Academic Advising	\$5,400	\$0	\$5,400	\$0	\$0	\$5,400
6141	Part Time Student Help	\$67,076	\$0	\$67,076	\$17,548	\$23,846	\$25,682
6142	Work Study Student	\$0	\$0	\$0	\$2,362	\$15,204	-\$17,566
6143	Student Tutoring	\$5,000	\$0	\$5,000	\$0	\$48,871	-\$43,871
6144	Faculty Tutoring	\$38,000	\$0	\$38,000	\$9,579	\$9,007	\$19,414
6145	Honorarium	\$1,700	\$0	\$1,700	\$0	\$0	\$1,700
6200	Fringe Expense	\$3,866,342	\$0	\$3,866,342	\$1,129,465	\$2,765,108	-\$28,230
6201	STRS	\$0	\$0	\$0	\$0	\$0	\$0
6203	SERS	\$0	\$0	\$0	\$0	\$0	\$0
6205	SERS-Surcharge	\$12,500	\$0	\$12,500	\$0	\$0	\$12,500
6210	Fringe Actual	\$0	\$0	\$0	\$207,993	\$0	-\$207,993
6211	Medical	\$0	\$0	\$0	-\$106,012	\$0	\$106,012
6214	Life	\$0	\$0	\$0	-\$5	\$0	\$5
6216	Misc Insurances	\$0	\$0	\$0	-\$657	\$0	\$657
6218	HRA	\$15,000	\$0	\$15,000	\$983	\$0	\$14,017
6301	Workers Compensation	\$20,000	\$0	\$20,000	\$0	\$0	\$20,000
6302	Unemployment Compensation	\$5,000	\$0	\$5,000	\$427	\$2,747	\$1,826

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
6303	Employee Fee Waiver	\$85,000	\$0	\$85,000	\$22,832	\$0	\$62,168
6304	Bookstore Employee Discount	\$3,500	\$0	\$3,500	\$948	\$0	\$2,552
6305	Employee Assistance	\$3,000	\$0	\$3,000	\$0	\$1,500	\$1,500
6306	Employee Appreciation	\$24,500	\$0	\$24,500	\$9,894	\$200	\$14,405
6307	Faculty / Staff Development	\$75,000	\$0	\$75,000	\$3,145	\$0	\$71,855
6308	YE Vac / Severance Accls	\$45,000	\$0	\$45,000	\$0	\$0	\$45,000
7101	Office Supplies	\$31,561	\$0	\$31,561	\$6,233	\$0	\$25,328
7102	Copier Supplies	\$17,275	\$0	\$17,275	\$5,302	\$0	\$11,973
7103	Recruiting Supplies	\$15,000	\$0	\$15,000	\$3,694	\$0	\$11,306
7121	Computer Supplies	\$12,240	\$0	\$12,240	\$3,211	\$0	\$9,029
7131	Instructional Supplies	\$200,000	\$936	\$200,936	\$65,191	\$22,455	\$113,290
7132	Lab Supplies	\$35,000	\$0	\$35,000	\$11,751	\$7,746	\$15,502
7134	ADA Hearing Impaired Books	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7135	Instructional Food/Snacks	\$27,700	\$0	\$27,700	\$2,928	\$0	\$24,772
7136	Linen and Laundry	\$300	\$0	\$300	\$0	\$0	\$300
7138	Graduation Supplies	\$21,300	\$0	\$21,300	\$61	\$5,100	\$16,139
7151	College Car Supplies	\$990	\$0	\$990	\$9	\$0	\$981
7153	First Aid Supplies	\$500	\$0	\$500	\$0	\$0	\$500
7156	Miscellaneous Supplies	\$3,200	\$0	\$3,200	\$414	\$0	\$2,786
7157	Employee Awards	\$7,000	\$0	\$7,000	\$0	\$0	\$7,000
7161	Library Supplies	\$1,285	\$0	\$1,285	\$819	\$0	\$466
7162	Library Books Lost / Replaced	-\$3,953	\$0	-\$3,953	-\$540	\$0	-\$3,413
7171	Audio Visual Supplies	\$27,984	\$0	\$27,984	\$12,548	\$0	\$15,436
7181	Uniforms	\$3,300	\$0	\$3,300	\$1,082	\$1,000	\$1,218
7182	Janitorial Supplies	\$15,000	\$0	\$15,000	\$582	\$15,000	-\$582
7201	Conferences and Seminars	\$94,656	\$730	\$95,386	\$28,000	\$2,525	\$64,861
7202	Travel	\$78,254	\$0	\$78,254	\$32,619	\$0	\$45,634
7203	Development	\$37,000	\$0	\$37,000	\$5,214	\$0	\$31,786
7204	Instructional Travel	\$500	\$0	\$500	\$0	\$0	\$500
7207	Committee Meetings	\$27,990	\$0	\$27,990	\$5,371	\$0	\$22,619
7208	Convocation	\$10,000	-\$2,000	\$8,000	\$0	\$0	\$8,000
7301	Subscriptions and Publications	\$8,000	\$0	\$8,000	\$3,809	\$0	\$4,191

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7311	Dues	\$145,000	\$0	\$145,000	\$72,386	\$6,527	\$66,087
7321	Classified Advertising	\$9,000	\$0	\$9,000	\$1,464	\$0	\$7,536
7322	Radio Advertising	\$65,000	\$0	\$65,000	\$21,053	\$0	\$43,947
7323	Brochures	\$40,000	\$0	\$40,000	\$8,213	\$0	\$31,787
7324	Advertising - Papers	\$25,000	\$0	\$25,000	\$3,481	\$6,000	\$15,519
7325	Advertising - Billboards	\$91,100	\$0	\$91,100	\$31,195	\$12,430	\$47,475
7326	Advertising - Miscellaneous	\$41,000	\$0	\$41,000	\$24,444	\$741	\$15,815
7328	Advertising - Digital	\$45,000	\$0	\$45,000	\$14,321	\$9,574	\$21,104
7329	Advertise-Wkfrc Devel	\$18,000	\$0	\$18,000	\$2,831	\$0	\$15,169
7331	Community Relations Donations	\$800	\$0	\$800	\$0	\$0	\$800
7352	Printing	\$29,900	\$0	\$29,900	\$9,054	\$0	\$20,846
7361	Postage	\$22,400	\$0	\$22,400	\$7,979	\$0	\$14,421
7401	Equipment M & R	\$166,233	-\$1,666	\$164,567	\$31,332	\$43,875	\$89,360
7402	Buildings M & R	\$102,650	\$0	\$102,650	\$9,801	\$17,073	\$75,777
7403	Grounds M & R	\$30,622	\$0	\$30,622	\$7,408	\$6,846	\$16,368
7404	Parking Lot M & R	\$30,000	\$0	\$30,000	\$20,935	\$0	\$9,065
7405	Water Tower M & R	\$193,000	\$0	\$193,000	\$0	\$1,000	\$192,000
7406	Vehicles M & R	\$25,000	\$0	\$25,000	\$5,008	\$13,869	\$6,123
7407	Equipment Replacement	\$8,000	\$0	\$8,000	\$1,062	\$0	\$6,938
7408	Equipment Rental	\$36,100	\$0	\$36,100	\$9,277	\$18,985	\$7,837
7409	Facilities Rental	\$3,575,000	\$0	\$3,575,000	\$338,425	\$19,150	\$3,217,425
7501	Professional Fees	\$37,200	\$0	\$37,200	\$14,495	\$1,275	\$21,430
7502	Legal Fees	\$29,000	\$0	\$29,000	\$0	\$0	\$29,000
7503	Audit Fees	\$30,000	\$0	\$30,000	\$10,300	\$12,925	\$6,775
7504	Accreditation	\$2,897	\$0	\$2,897	\$4,375	\$0	-\$1,478
7521	Training	\$35,252	\$0	\$35,252	\$117,095	\$0	-\$81,843
7522	Testing / Assessment	\$158,850	\$0	\$158,850	\$24,224	\$27,644	\$106,982
7523	Outside Services	\$5,544,330	\$0	\$5,544,330	\$779,128	\$161,176	\$4,604,026
7525	Purchased Services	\$47,000	\$0	\$47,000	\$22,433	\$34,732	-\$10,165
7527	Collection Fees	-\$16,000	\$0	-\$16,000	-\$2,237	\$4,593	-\$18,356
7529	Bank Service Fees	\$10,500	\$0	\$10,500	\$2,377	\$0	\$8,123
7531	Finger Printing Expense	\$23,120	\$0	\$23,120	\$8,686	\$13,600	\$834

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7601	Adult Diploma Scholarship	\$25,000	\$0	\$25,000	\$0	\$0	\$25,000
7602	JATC Career Advantage Fee	\$500	\$0	\$500	\$75	\$0	\$425
7603	Honors Scholarship	\$70,000	\$0	\$70,000	\$27,641	\$0	\$42,359
7604	Agency Partner Scholarship	\$12,000	\$0	\$12,000	\$5,506	\$0	\$6,494
7605	Presidential Scholarship	\$850,000	\$0	\$850,000	\$517,286	\$0	\$332,714
7606	Scholarship Allowance	-\$1,650,000	\$0	-\$1,650,000	-\$240,695	\$0	-\$1,409,305
7607	Agency Graduate Studnt Schlp	\$3,000	\$0	\$3,000	\$575	\$0	\$2,425
7608	Fee Waiver - Senior Citizens	\$6,000	\$0	\$6,000	\$1,799	\$0	\$4,201
7609	Fee Waiver - ONG	\$515	\$0	\$515	\$0	\$0	\$515
7610	CCP Partner Scholarship	\$5,150	\$0	\$5,150	\$0	\$0	\$5,150
7618	Graduation Alliance Schlp	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7619	Registration Scholarship	\$13,000	\$0	\$13,000	\$0	\$0	\$13,000
7620	Tech Prep Scholarship	\$11,000	\$0	\$11,000	\$5,000	\$0	\$6,000
7629	Interntl Student Schlp	\$4,120	\$0	\$4,120	\$0	\$0	\$4,120
7630	PSEO/CCP Schlp & Books	\$610,500	\$0	\$610,500	\$67,745	\$0	\$542,755
7631	Bad Debt Expense	\$105,000	\$0	\$105,000	-\$10	\$0	\$105,010
7632	Capital Lease Interest	\$69,445	\$0	\$69,445	\$10	\$0	\$69,435
7633	Contingency Fund	\$70,790	\$0	\$70,790	\$64,266	\$0	\$6,524
7634	Instructional Media	\$10,300	\$0	\$10,300	\$10,131	\$0	\$169
7635	Database Subscriptions	\$34,000	\$0	\$34,000	\$5,613	\$58	\$28,329
7636	Student Activities	\$20,760	\$225	\$20,985	\$6,978	\$0	\$14,007
7637	Student Group	\$300	\$0	\$300	\$0	\$0	\$300
7638	Fund Raising	\$0	\$0	\$0	\$6,907	\$0	-\$6,907
7639	Prior Year Adjustment Bad Debt	-\$110,000	\$0	-\$110,000	-\$14,034	\$0	-\$95,966
7642	Alumni Fund Expense	\$6,050	\$0	\$6,050	\$588	\$0	\$5,462
7644	Miscellaneous	\$60,300	\$0	\$60,300	\$22	\$0	\$60,278
7645	Business Competition	\$800	\$0	\$800	\$0	\$0	\$800
7650	Strategic Planning	\$2,500	\$1,775	\$4,275	\$2,395	\$0	\$1,880
7654	NCA - HLC	\$2,500	\$0	\$2,500	\$0	\$0	\$2,500
7666	Grant Matching	\$60,000	\$0	\$60,000	\$0	\$0	\$60,000
7667	CCP Scholarship	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7670	Road to Success Schlp	\$5,000	\$0	\$5,000	\$532	\$0	\$4,468

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7671	Sports Club Schlp	\$20,000	\$0	\$20,000	\$4,433	\$0	\$15,567
7676	TRIO - NSCC Scholarship	\$5,000	\$0	\$5,000	\$2,918	\$0	\$2,082
7677	Tuition Reduction - Cares	\$0	\$0	\$0	\$331,462	\$0	-\$331,462
7701	Gas	\$55,000	\$0	\$55,000	\$6,041	\$49,869	-\$910
7702	Electricity	\$175,000	\$0	\$175,000	\$41,620	\$168,285	-\$34,905
7703	Electricity - Water Tower	\$2,699	\$0	\$2,699	\$427	\$2,073	\$199
7704	Water	\$8,000	\$0	\$8,000	\$2,137	\$7,561	-\$1,698
7705	Sewer	\$40,000	\$0	\$40,000	\$11,940	\$35,015	-\$6,955
7706	Waste Collection	\$7,000	\$0	\$7,000	\$2,242	\$4,879	-\$121
7707	Telephone	\$50,000	\$0	\$50,000	\$24,239	\$28,437	-\$2,676
7722	Employee Liability Insurance	\$13,000	\$0	\$13,000	\$3,246	\$0	\$9,754
7724	Motor Vehicle Insurance	\$15,000	\$0	\$15,000	\$4,524	\$0	\$10,476
7725	Property Insurance	\$92,319	\$0	\$92,319	\$65,403	\$0	\$26,915
7727	Prof Liab Students	\$7,322	\$0	\$7,322	\$1,623	\$0	\$5,699
7728	Travel- Intramural/Recreatl	\$2,250	\$0	\$2,250	\$0	\$0	\$2,250
7729	Cyber Liability Insurance	\$14,000	\$0	\$14,000	\$3,625	\$0	\$10,375
7901	Library Books	\$11,000	\$0	\$11,000	\$4,473	\$0	\$6,527
7902	Fixtures and Furnishings	\$264,506	\$0	\$264,506	\$93,437	\$57,696	\$113,373
7903	Software and Licensing	\$614,977	\$0	\$614,977	\$342,049	\$0	\$272,928
7904	Building Projects	\$7,780,506	\$0	\$7,780,506	\$0	\$0	\$7,780,506
7911	Equipment	\$66,000	\$0	\$66,000	\$65,099	\$73,664	-\$72,763
7912	Motor Vehicles	\$30,000	\$0	\$30,000	\$0	\$4,578	\$25,422
Expense	Sub-Total:	\$35,605,173	\$0	\$35,605,173	\$8,395,927	\$11,832,617	\$15,376,628